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**TOWN OF GRANBY  
BOARD OF SELECTMEN  
REGULAR MEETING  
MONDAY, MARCH 15, 2021  
VIA ZOOM  
7:00 P.M.  
AGENDA**

**I. PLEDGE OF ALLEGIANCE**

**II. PUBLIC SESSION**

**III. MINUTES**

- A. Approval of Regular Minutes – March 1, 2021
- Budget Workshop Meeting Minutes – March 4, 2021
- Budget Workshop Meeting Minutes – March 8, 2021

**IV. UNFINISHED OR TABLED BUSINESS**

**V. BUSINESS**

- A. Resignations and Appointments  
Vacancies: (2) Conservation Commission
- B. Consideration of Recreational and Leisure Services Summer Concert Series in partnership with Rider Productions - Hosting of Event and Approval of Alcohol Use
- C. Consideration of Approval for Budget 2021-22

**VI. TOWN MANAGERS REPORTS**

- A. Budget Operations
- B. Department Management Notes

**VII. FIRST SELECTMAN REPORTS (B. Scott Kuhnly)**

**VIII. SELECTMAN REPORTS**

(Sally S. King, Mark C. Neumann, Edward E. Ohannessian, Glenn G. Ballard)

**IX. ADJOURNMENT**

The next regular meeting is scheduled for April 5, 2021.

**TOWN OF GRANBY  
BOARD OF SELECTMEN  
MINUTES  
MARCH 1, 2021**

The regular meeting of the Board of Selectmen was called to order by First Selectman B. Scott Kuhnly at 7:00 p.m.

**PRESENT:** B. Scott Kuhnly, Glenn Ballard, Sally King, Mark Neumann, Edward Ohannessian, John D. Ward, Town Manager

**I. PLEDGE OF ALLEGIANCE**

**II. PUBLIC SESSION**

Anna Sogliuzzo, 15 Old Orchard Road, addressed the Board requesting all board meetings to be recorded on Zoom, as well as GCTV. She thanked Selectman Ballard for the efforts he has been making and feels members of the Board should be free to express themselves.

ON A MOTION by Selectman Neumann, seconded by Selectmen King, the Board voted unanimously (5-0-0) to reorder the agenda, placing item V. B. to be discussed during closed session following Selectmen Reports.

**III. MINUTES**

ON A MOTION by Selectman King, seconded by Selectman Ballard, the Board voted unanimously (5-0-0) to approve the minutes of the regular meeting of February 16, 2021 with the correction under Selectman Reports stating a group of volunteer neighbors provided a report on the website to the Town Manager, not Selectman Ballard as stated. Also, in Public Session, paragraph two, the word mill rate should be added after 0%.

**IV. UNFINISHED OR TABLED BUSINESS**

No unfinished or tabled business was before the Board.

**V. BUSINESS**

**A. Resignations and Appointments to be Considered**

ON A MOTION by Selectman Neumann, seconded by Selectman Ohannessian, the Board voted unanimously (5-0-0) to approve the following Republican Town Committee appointment:

Conservation Commission – David Payton (R), 48 Barn Door Hills Road

**B. Executive Session: Pursuant to Comm. Gen. Statute 1-200(2), the Board moves to go into Executive Session to Discuss Collective Bargaining. Town Manager John D. Ward and Administration Finance Officer Kimi Cheng are invited to attend.**

Reordered to be discussed after Selectman Reports.

**C. Budget Presentation**

**BOS MINUTES**

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Town Manager Ward thanked K. Cheng and her staff for their hard work and presented the budget, along with a detailed memo designed to provide a quicker overview.

GENERAL FUND	FY 2021 ADOPTED	FY 2022 PROPOSED	INCREASE (DECREASE)	% CHANGE
Town Operations	\$11,738,716	\$12,034,935	296,219	2.52%
Debt Service	2,089,875	1,644,620	(445,255)	(21.31%)
Capital Budget	1,750,000	1,850,000	100,000	5.71%
Total	\$15,578,591	\$15,529,555	(49,036)	(0.31)%

Town Manager Ward noted the budget meets the guidelines set forth by the Board of Finance. The Town Operations is limited to a 2.52% increase. When debt and the capital budget were factored in, the total change is a decrease of 0.31%.

It was noted there was no increase for Police, Public Works or Finance.

The main cost drivers for the Town Operations increase of \$296,219 are:

Contingency Misc. Expense	87,000
Wages	79,740
Health Insurance	54,493
IT Operations	16,500
Mid-CT Tipping Fee	14,800
Business Package	12,849
Waste Collection	11,970
Contribution to Dog Fund	10,000
Pension & ICMA	7,613
Contribution to Granby Ambulance	5,000

Total	298,965
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Selectman Ohannessian asked how this falls under the guidelines suggested by the Board of Finance when there is an increase in Town Operations. Town Manager Ward explained by factoring in OPEB and pensions they are willing to give us 2.5%. The main driver for the Board of Finance guideline is no increase in the mill rate. With the Plus One we're at 1.99% and the Goman bill factored after the BOF did not approve the full \$50,000 which put it at 2.2% before OPEB was factored in.

Selectman Ballard requested a copy of the actual spreadsheet to look at the line item details by department. The Town Manager explained the selectmen have a full booklet that shows the prior year, the expected expenditures for the current year, as well as the proposed for next year for each line item. The Town Manager explained there aren't any such spreadsheets as requested by Selectman Ballard but there are excel documents. He will talk to Finance regarding these documents.

Selectman Ohannessian inquired if the budget workshop meetings will be in person or by Zoom as the agenda says. There was discussion amongst the Selectmen regarding holding meeting in person and if allowed, where would it take place. J. Ward was asked to find out if they can meet both in person and via Zoom. He will check with the Department of Health, as well as the Executive Order.

Selectman King asked the First Selectman if she could provide her appointments to boards and commissions.

ON A MOTION by Selectman King, seconded by Selectman Ohannessian, the Board voted unanimously (5-0-0) to approve the following Democratic Town Committee appointments:

Agricultural Commission: - Sara A. Esthus (D), 8 Dara Lane, North Granby

Library Board: - Katherine D. Watso (U), 11 Evergreen Drive, Granby

Commission on Aging: - Marilyn Ann Sponzo (D), 8 Silver Brook Lane, North Granby

#### **VI. TOWN MANAGER REPORTS**

J. Ward reported he included a summary report from Standard & Poor's in the packets for the Selectmen's to see what they look at in their ratings. He noted the bonds were successfully sold last week, although the market moved against us in the last few days. They did end up with a premium of \$450,000 which has limited uses. It can be used to reduce debt or for other capital projects. The savings did drop from \$195,000 to \$165,000. The new bonds were affected by having a slightly higher interest rate.

#### **VII. FIRST SELECTMAN REPORTS (B. Scott Kuhnly)**

No reports

#### **VIII. SELECTMAN REPORTS (Sally King, Vice Chairman; Glenn Ballard, Mark Neumann, Edward Ohannessian and Student Liaison)**

Selectman Neumann reported there was no recent legislative action taken in regard to MIRA. There will be no legislative action. At this point, it looks as though it will be left to the town to address the trash issue.

#### **IX. ADJOURNMENT**

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to recess the meeting at 7:30 p.m.

#### **CLOSED SESSION**

First Selectman Kuhnly called the Executive Session of the Board of Selectmen to order at 7:31 p.m.

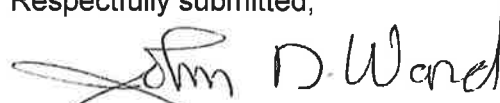
**PRESENT: B. Scott Kuhnly, Glenn Ballard, Sally King, Mark Neumann, Edward Ohannessian, Kimi Cheng, Administration Finance Officer and John D. Ward, Town Manager**

The purpose of the Executive Session was to discuss collective bargaining.

First Selectman Kuhnly closed Executive Session at 8:01 p.m.

ON A MOTION by Selectman Ohannessian, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to adjourn the meeting at 8:02 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "John D. Ward". The signature is written in a cursive style with a large, looping "J" and "W".

John D. Ward  
Town Manager

**TOWN OF GRANBY  
BOARD OF SELECTMEN  
BUDGET WORKSHOP MINUTES  
MARCH 4, 2021**

First Selectman Kuhnly called the meeting to order at 6:00 p.m.

**PRESENT:** First Selectman B. Scott Kuhnly, Glenn Ballard, Sally King, Mark Neumann, Ed Ohannessian and Town Manager John D. Ward

**Also present:** Kimi Cheng, Administration Finance Officer, Mike Guarco, Chairman Board of Finance and Board Member Frederick Moffa

The First Selectman opened the meeting and explained the process. The Department head will provide their budget presentation; the Board of Selectmen will then have the opportunity to ask questions, followed by the Board of Finance.

Administration Finance Officer Kimi Cheng reported on Personal and Property Protection and Health Services. Personal and Property Protection shows an overall 3% increase. There is no personnel change and regular payroll is increased 2.5%. There is an increase reported for the Farmington Valley Health District. They show \$80,549 for FY-22 and the town budgeted \$74,796, which leaves a shortfall of \$5,753. It should be noted this information was provided after the budget book was put together and there was no explanation provided regarding the increase. The Farmington Valley VNA shows no increase. The Granby Ambulance Association (GAA) has asked for an increase and it was noted the town gives them \$15,000 every year and \$20,000 was budgeted for FY22. The CMED and EMD programs show a 2.7% increase. Selectman Ohannessian asked for an explanation regarding GAA's request for an increase. GAA representative Lorri DiBattisto reported their costs have increased for health insurance, property coverage and salaries. They are currently \$70,000 in the red. When asked how much East Hartland and East Granby contribute, the response was East Granby contributes a 2 to 3% increase every year and is now at approximately \$48,000 per year. East Hartland does an annual stipend. Selectman Neumann reported the Farmington Valley Health District recently requested and was given extra money this year.

Building Official/Zoning Enforcement Officer Joel Skilton reported the Building Department budget has only a minimal increase. The increase is due to office supplies and the training budget, which was increased to allow participation in regular training. He explained thirty hours of training is required every year to maintain certification as a building official. As the new Zoning Enforcement Officer, additional training and education is also needed. In response to a question about building services provided for Hartland, it was explained Hartland pays the town \$10,200 annually for building inspections and administration work associated with the building permit process. Abby Kenyon analyzed the actual costs for providing this service for Hartland and has recommended an increase to \$16,000.

Fire Marshall Brian Long presented the budget for his office. He works 20 hours per week and is responsible for fire safety, inspections, and fire code review. He reviewed the proposed budget, stating there is a slight increase, which is needed to purchase fire code reference materials. He noted the inspection occupancy and management software in the office is long overdue for an update. The office has applied for a grant through FEMA to fund the software purchase. The cost is \$2,300 to \$2,400 for the first year and \$1,800 each year after. If the grant application is unsuccessful, the funding request may be included in next year's budget.

## BOS MINUTES

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Director Kenyon presented the budget for the Emergency Management Office. She explained the office is staffed by the Emergency Management Director who works part-time (five hours per week). He is responsible for updating emergency plans and coordinating the Community Emergency Response Team (CERT). This was a busy year for the Director as he was instrumental in procuring supplies needed in response to the COVID-19 pandemic and monitoring guidance from the state and federal government. The proposed budget is a slight increase from last year, with the contribution to the Emergency Management Fund increasing from \$6,000 to \$7,920. The fund is used to match a grant from FEMA that funds the Emergency Management Director position.

Fire Chief John Horr, Jr. reported overall call volume is basically flat year to year and did not increase due to COVID. Overall, the department is viable and continues to provide effective fire and rescue services to the town. They are in the process of bringing a new apparatus online; a pickup truck with a utility body that would eliminate the use of personal vehicles for training, equipment recovery and patient carry-out/transport. They would like to replace a 30-year old rescue truck soon and they are in the planning stages regarding upgrades to the Center Fire Station. The station was built in 1987 and has not had any significant upgrades/improvements since that time. In addition, the Lost Acres Fire Department (LAFD) has hired a consultant to begin the process of planning for a new radio system. The first step is getting new frequencies from the FCC. The department needs to be able to communicate with other towns and within town organizations. Selectman Ohannessian inquired about their personnel status. Chief Horr responded as costs continue to rise, they are currently hanging on by a thread. He indicated that the \$4,000 increase for FY21-22 will be absorbed by additional testing of ladders and hoses, something the membership has traditionally done will now be outsourced. Selectman Ohannessian inquired if there is anything they need that is not in the budget. Chief Horr responded that the Fire Department does not have an Employee Assistance Program (EAP) and is not part of the town program. They had a need recently that brought out this shortfall. There was some discussion of possibly hiring a radio consultant to identify the needs for the rest of the town (ambulance, police, Department of Public Works). Coordinating all the services and their needs, along with a dispatch center upgrade, is needed. Regardless of the other town departments, the LAFD has to move to a new system as they can no longer buy new equipment for the current system. There was discussion about a dispatch center for the three towns combined, Granby, East Granby and Hartland, which was done in the past.

Chief Rosensweig reviewed the Department Administration and the Police Operations and Communications budgets. Administration consists of the Chief, the Captain, an Administrative Assistant, and a Records Clerk. There have been no changes. There was some discussion regarding the ongoing accreditation process. There was a question of increased liability for officer's protection. It was reported officers are still indemnified, but there is still a liability for the Town and it isn't clear what the impact will be in the future. Police Operations and Communications have 18 regular payroll and three Temp/Part-Time dispatchers and an Animal Control Officer, which is the bulk of the department. They are amazing people and Granby is fortunate to have such a dedicated group of professionals. The officers continued to respond to calls for service including accidents, medical emergencies, domestic violence incidents, and others despite the risk of COVID-19 exposure. Selectman Ohannessian inquired if hiring another person would eliminate overtime. The Chief responded that overtime can never completely be eliminated. What they are really lacking is having a supervisor for all shifts. Selectman Neumann asked if they are currently fully staffed. Chief responded they are down one officer right now. It was mentioned the total calls for service were down, most likely due to COVID-19. The average call time could not be determined due to the wide variety of calls.

BOS MINUTES

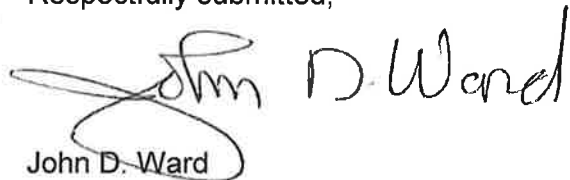
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Social Services Director Sandy Yost reviewed personnel services, noting there are four regular full-time staff (1 FT General Fund and 3 General Fund and Grant supported) and five part-time staff. Temp/Part-Time payroll is down 24.63% and mileage/staff training is down 25.50%, both as a result of COVID-19 and the building closure. The overall change is -2.37%. Director Yost reported this past year has required a revision of how Human Services conducts business. Youth Services offers counseling services for children and their families. When in-person meetings were suspended due to the pandemic, it became necessary to shift to TeleHealth visits and programing continued via Zoom. Social Services continues to support residents in financial distress by connecting them to existing federal, state and local programs. Senior Services continues to provide the Elderly Nutrition Program as a once a week 'grab n go' frozen meal package. Delivery was made by the senior van service to anyone unable to pick up their meal. Transportation services are still provided for medical appointments and grocery shopping. Many Senior Center members became experts in Zoom, participate in the daily trivia question and access Facebook postings, which include updates on the latest COVID-19 information, as well as interesting on-line opportunities. In FY19-20 pre-pandemic, the Senior Center/Youth Services building was nearing capacity for every room on every weekday from 9:00 AM to 9:00 PM. Creative scheduling and high demand for room turnover and reset required looking for additional space at the Town Hall and Salmon Brook Park. As COVID-19 safety restrictions lift and more people are vaccinated, this demand for space is expected to return. In addition, the department recently worked with FVHD to help seniors with scheduling appointments for the COVID-19 vaccine.

First Selectman Kuhnly adjourned the meeting at 7:21 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John D. Ward". The signature is fluid and cursive, with the first name "John" and last name "Ward" clearly distinguishable.

John D. Ward  
Town Manager

**TOWN OF GRANBY  
BOARD OF SELECTMEN  
BUDGET WORKSHOP MINUTES  
MARCH 8, 2021**

First Selectman Kuhnly called the meeting to order at 6:00 p.m.

**PRESENT:** First Selectman B. Scott Kuhnly, Glenn Ballard, Sally King, Mark Neumann, Edward Ohannessian and Town Manager John D. Ward

**Also present:** Kimi Cheng, Administration Finance Officer, Mike Guarco, Chairman Board of Finance and Frederick Moffa

The First Selectman opened the meeting and explained the process. The Department staff person will provide their presentation; the Board of Selectmen will then have the opportunity to ask questions, followed by the Board of Finance.

Director of Public Works Kirk Severance began the review of his department. Staffing is tight and the addition of a new employee would help the department to keep up with demands. An additional employee has been requested for the past several years due to increased workload. Despite an increase in road mileage and building square footage the same staffing has remained for several years. There are approximately 95 miles of town roads that require patching, drainage repairs, line striping, sight-line improvements and repaving/overlay. There are 28 bridges in town, 14 of them are over 20 feet in length and are inspected by the state. The other 14 are less than 20 feet and the state will no longer inspect bridges of that size. Therefore, the department will need to hire a firm to inspect nine of the 14 bridges and the remaining five bridges will be inspected in-house. Administration includes payroll, professional affiliations, training, copy machine maintenance and office supplies, and shows a 2.37% increase. General and Equipment Maintenance shows an increase of 2.70% in payroll, which includes regular payroll, seasonal employees and overtime; Services and Supplies decreased by 3.58%. At the time the budget was prepared, there was not a salt concern and gas prices were stable. There is now concern these prices will rise. Contract and Maintenance Service shows a reduction in the Transmission Contract due to an extended warranty and Special Tool Rental was down due to the department's inventory, as well as an equipment sharing agreement with local towns. Solid Waste & Recycling increase is 3.44% due to additional residents and contractual agreements. There was discussion regarding the increase of MIRA tipping fees not reflected in the budget book as they were not available. Historically, the department received a refund for recycling but due to the decrease in demand for recyclables, that is no longer the case. Planning and Engineering shows a slight reduction to office supplies. The town hires a Consulting Engineer and a Wetlands Consultant to provide technical services to various town departments, boards and commissions. Infrastructure Maintenance shows an increase in Temp/Part-Time hours and paper and cleaning supplies due to increased building cleaning for COVID-19. Water usage increased due to the recent drought. Overall increase for Infrastructure is 1.8%. The department is conducting a new energy audit with the hopes of increasing efficiency. There was some discussion regarding the MIRA issue. It was noted that Simsbury residents are responsible for their own trash collection arrangements at a cost of approximately \$300 to \$400 per year. Trash collection in Granby is included with taxes. Selectman Ohannessian would like to know if there is something we could do to reduce the cost.

## BOS MINUTES

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Lorri DiBattisto from Granby Ambulance Association gave an overview of the organization and its \$1.7M operating budget. Total calls last calendar year included 137 transports to area hospitals. The remaining non-transport calls include medical assessments, lift assists, etc. About 60% of the association's income comes from insurance and patient payments; 26% from Medicaid and Medicare payments; 8% from fundraising and memorial donations, and 6% from town annual fees. Salaries and benefits were 48% of the budget in 2009 and are now 70% of the budget. GAA employs four full-time paramedics, three full-time EMT's, 14 per diems to fill in the vacancies and one administrative staff person. The association is currently running at a deficit of \$70,000. Their biggest challenge is the increased salary base and benefits. It was noted GAA receives \$48,000 from East Granby, \$4,500 from East Hartland and \$15,000 from Granby every year. Per capita cost breaks down to \$9 per person in East Granby, \$3 per person in East Hartland and \$1.37 per person in Granby. The radio system is aging and they are working on replacement radios for their vehicles, as well as adding portables. Forty-eight percent of the total calls last year were in Granby.

Library Director Amy McCue began the review of Library Services. She stated the annual budget is about \$580,000 and supports four full-time staff members and about 9.5 FTEs which includes the many part-time staff members who do the majority of public-facing tasks. In addition, it funds the books, audio books, movies, magazines, eBooks, eAudio books, eMagazines, databases, computers, software, copy machines, fax machines and other items patrons use when they visit the library. As a result of COVID-19, the Library staff was able to prioritize the needs of patrons and focus on helping them learn how to use the new technology required once everything seemed to go on Zoom. Program participation increased 39% over the previous year. The staff has served over 2,500 curbside pick-up appointments to date. The major change in the library budget falls in the payroll budget which is impacted by mandatory minimum-wage increases and union contracts. Requests in the Services and Supplies lines were kept to a minimum to help balance out those necessary increases, keeping the overall requested increase at 4.11%.

Outside of payroll, the only other proposed increase is \$3,000 to soften the impact of the continually rising book and audio book prices, technology changes and repair and increasing costs of online databases. It was noted the part-time staff was reduced this past year to reduce cost but will re-hire when the Library reopens. A grant was received to improve internet connection at the Cossitt Library. There were questions about how the grant is accounted for and K. Cheng explained the money will be spent this fiscal year. E. Ohannessian also asked for a breakdown of the salaries for clarification and K. Cheng will provide the information at the next meeting.

Kristine Vincent, Director of Park & Leisure Services reported there are three full time staff members. Only the salary of the Director is listed in the regular payroll as the two other full-time staff member salaries are paid through program fees, as is everything else. Measures of activity for the upcoming budget have been challenging to predict. K. Vincent is setting the predicted measures of activity back to the actuals of the 2018-19 budget with some minor adjustments. The hope is that once summer begins, restrictions will be lightened somewhat. Any rentals at Holcomb Farm, the gathering rooms or pavilions have been for smaller parties, showers, etc. Some notables that generate revenue for the Recreation Fund are bus trips, youth sports, youth sport clinics, adult activities and Salmon Brook Park. The park alone represents 45.7% of the revenue and 14.3% of expenses. This is their summer day camp program and it was not held this past summer. Holcomb Farm represents 14% of revenue and a quarter of a percent of expenses. In the past, the Park & Recreation fund balance has always

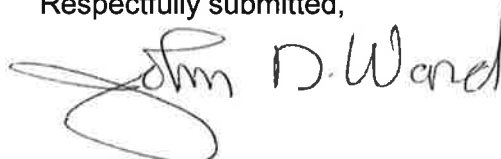
kept the department operational. In addition, recognizing economic reality, the Recreation and Leisure Services Department has been absorbing costs of the larger recreation facilities maintenance and repairs/upgrades using funds from this account. There was discussion about the Park & Recreation use of the Fund Balance and how it is listed in the budget.

Selectman Ohannessian has asked for clarification from K. Cheng about the Ambulance Association increase, the Dog Fund, and the payroll breakdown for the Library. Selectman Ohannessian inquired about the Farmington Valley Health District (FVHD) and the contribution they recently asked for and received from the Town. Selectman Neumann responded it is a Farmington Valley District problem, not the federal government and it is another unfunded mandate. K. Cheng responded that the FVHD requested an increase due to the decrease in grant funding and the increase in their operating budget. Two one-time grants were received in FY21. K. Cheng will have the other inquires for the next meeting.

First Selectman Kuhnly thanked everyone for their presentations.

First Selectman Kuhnly closed the workshop meeting at 7:39 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John D. Ward". The signature is fluid and cursive, with a large loop at the end of the last name.

John D. Ward  
Town Manager

# TOWN OF GRANBY

## MEMORANDUM

DATE: March 15, 2021

TO: Board of Selectmen

FROM: John D. Ward, Town Manager



### REGARDING: V. BUSINESS - ITEM B

Consideration of Recreation and Leisure Services Summer Concert Series in partnership with Rider Productions - Hosting of Event and Approval of Alcohol Use

On behalf of Recreation and Leisure Services, Director Kristine Vincent requests permission to host the "Beats & Brews Summer Concert Series" at Salmon Brook Park on the following dates:

- Saturdays, July 3, 10, 17, 24, 31, August 7
- Rain Dates: July 4, 11, 18, 25, August 1, 8

The entire park would not be host to any other structured/scheduled activities during the event time. Also, on behalf of the Recreation and Leisure Services Department, Kristine Vincent would like to request permission for a general overall use of alcohol during the festival from 3:30 to 8:30 p.m., in accordance with state law and the Ordinance Authorizing Promulgation of Rules and Regulations of Parks and provided by Hooker Brewery.

The Director of Recreation and Leisure Services is taking the necessary steps to ensure that all state laws relating to the sale or consumption of alcoholic beverages will be strictly adhered with. The event will also comply with all State of Connecticut COVID-19 regulations to provide a safe and comfortable environment.

I recommend concurrence with these requests and will notify the Police Department, Fire Department, and other safety officials and user groups of this event, if approved.

**PROPOSED MOTION:** THE BOARD OF SELECTMEN APPROVES THE DEPARTMENT OF RECREATION AND LEISURE SERVICES ENTER INTO AN AGREEMENT WITH RIDER PRODUCTIONS TO PUT ON THE SOUNDS OF SUMMER CONCERT SERIES, FOR GENERAL OVERALL USE OF ALCOHOL DURING THE FESTIVAL FROM 3:30 TO 8:30 P.M. IN ACCORDANCE WITH STATE LAND AND THE ORDINANCE AUTHORIZING PROMULGATION OF RULES AND REGULATIONS OF PARKS AND FOLLOWOING ALL STATE OF CONNECTICUT COVID-19 GUIDELINES RELATING TO THE OPERAITONOF OUTDOOR EVENTS.

# TOWN OF GRANBY

## MEMORANDUM

DATE: March 15, 2021

TO: Board of Selectmen

FROM: John D. Ward, Town Manager



REGARDING: V. BUSINESS - ITEM C

Consideration of Approval for Fiscal Year 2021-2022 Budget and Transmittal to Board of Finance

The Board should transmit a resolution to the Board of Finance regarding the Fiscal Year 2021-2022 Proposed Budget. Below is a proposed resolution for the Board to consider.

The following resolution is prepared for the Board of Selectmen to transmit its budget to the Board of Finance. The resolution may be amended as deemed appropriate by the Board of Selectmen. The proposed resolution of the 2021-2022 Municipal Budget to the Board of Finance is as follows:

**WHEREAS**, the Board of Selectmen is required to present a budget to the Board of Finance for the 2021-2022 Fiscal Year; and,

**WHEREAS**, various revenues are included in the budget to offset expenditures including Intergovernmental and Local Revenues; and,

**WHEREAS**, following a review of the proposed Town Manager's Budget, the 2021-2022 Board of Selectmen budget is recommended at \$15,529,704; and,

**WHEREAS**, the Selectmen's proposed budget meets the Guideline budget to reflect a 2.52% over the 2020-2021 Town Budget of \$11,738,716.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Selectmen forward a proposed 2021-2022 **REVENUE BUDGET** to the Board of Finance consisting of the following items:

GENERAL FUND REVENUES	TOWN MANAGER PROPOSED	BOS ADOPTED
Property Tax (excl. Current Levy)	\$700,000	
Intergovernmental Revenues	6,929,880	
Local Departmental Revenues	620,002	
<b>TOTAL</b>	<b>\$8,249,882</b>	

That the Board of Selectmen forward a proposed 2021-2022 **EXPENDITURE BUDGET** to the Board of Finance consisting of the following items:

<b>GENERAL FUND EXPENDITURES</b>	<b>TOWN MANAGER PROPOSED</b>	<b>BOS ADOPTED</b>
Administration	\$4,838,126	
Personal & Property Protection	2,920,480	
Public Works & Environment	3,248,773	
Libraries, Recreation, & Social Services	1,027,705	
<b>Sub-total</b>	<b>12,035,084</b>	
Capital Budget	1,850,000	
Debt Service	1,644,620	
<b>TOTAL</b>	<b>\$15,529,704</b>	

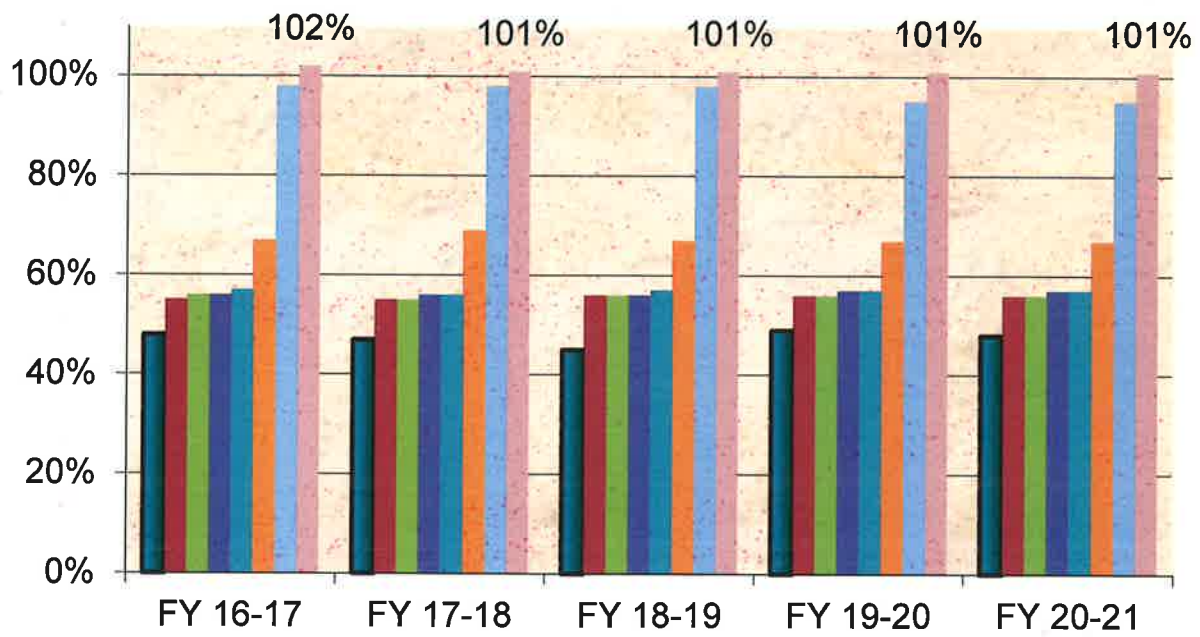
That the Board of Selectmen forward a proposed 2021-2022 **OTHER FUNDS BUDGET** to the Board of Finance along with a **2022-2031 CAPITAL IMPROVEMENT PROGRAM** consisting of the following:

<b>OTHER FUNDS</b>	<b>TOWN MANAGER PROPOSED</b>	<b>BOS ADOPTED</b>
Dog Fund	\$17,200	
Recreation Events (P&R and HF)	584,584	
Sewer Utility	298,644	
Capital Equipment/Improvement	2,404,577	
Education Quality & Diversity	1,032,236	
Solid Waste Fund	147,000	
2022-2031 Capital Improvement Program	(detail in Budget document)	



**BUDGET OPERATIONS  
FEBRUARY 2021**

### CURRENT YEAR TAX COLLECTION DATA



**TOWN OF GRANBY  
BUDGET OPERATIONS SUMMARY  
FEBRUARY 2021**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS
41010 Current Year Taxes	38,931,847	39,465,401	(533,554)	101%	Pymts. Due - July & Jan.
41020 Prior Years Taxes	220,000	215,052	4,948	98%	
41040 Interest & Liens	120,000	91,414	28,586	76%	
41060 Auto Supplement	350,000	363,534	(13,534)	104%	Billed - December
<b>Property Taxes</b>	<b>39,621,847</b>	<b>40,135,401</b>	<b>(513,554)</b>	<b>101%</b>	
43170 Spec Ed / Excess	503,911	407,937	503,911	81%	Pymts. Due - Feb. 75% - June Bal.
43200 Educ Cost Sharing	5,278,314	2,639,158	2,639,156	50%	Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal.
43590 Tuition - Other Towns	1,013,848	307,385	706,464	30%	School Bills for Activity
<b>State Education Total</b>	<b>6,796,073</b>	<b>3,354,480</b>	<b>3,441,594</b>	<b>49%</b>	
43110 Veterans Exempt GT	3,000	3,272	(272)	109%	By Assessor Appl. In Aug but receive Pymt. In Dec.
43120 Misc - State	35,332	773	34,560	2%	
43130 Telecommunications	14,000	0	14,000	0%	Pymt. Due - April
43310 State Owned Property	1,061	1,061	0	100%	Pymt. Due Oct.
43320 SS Dist Tax Relief	1,000	1,501	(501)	150%	Pymt. Due - Dec.
43340 E911 PSAP Grant	22,500	16,937	5,564	75%	Paid Qtrly. - Sept., Dec., Mar., & June
<b>State Municipal Total</b>	<b>76,893</b>	<b>23,543</b>	<b>53,350</b>	<b>31%</b>	
<b>Intergovernmental Revenue</b>	<b>6,872,966</b>	<b>3,378,023</b>	<b>3,494,943</b>	<b>49%</b>	
43615 Town Clerk Fees	200,000	258,091	(58,091)	129%	Statutory Collections
43620 Planning & Zoning	5,000	4,702	298	94%	Application Permit Fees
43630 Zoning Bd of Appeals	300	388	(88)	129%	Application Permit Fees
43640 Building Permits	150,000	163,936	(13,936)	109%	Building Permit Fees
43660 Inland Wetlands	2,000	820	1,180	41%	Permit/Appl. Fees
43670 Short Term Investments	80,000	48,096	31,904	60%	
43680 Rents	20,000	13,280	6,720	66%	Drummer, School Rental
43690 Sale Maps & Ordinances	100	150	(50)	150%	
43700 Snow Plow & Grading	6,000	7,464	(1,464)	124%	Private Roads
43710 Photocopying	500	148	352	30%	
43715 Open Farm Day	2,500	0	2,500	0%	

**TOWN OF GRANBY  
BUDGET OPERATIONS SUMMARY  
FEBRUARY 2021**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS
43740 Dispatch Services	31,000	31,000	0	100%	Police Bill For Dispatch Services
43745 Hay Rentals	10,000	13,861	(3,861)	139%	Haying - \$10,000
43760 Library	8,000	843	7,157	11%	Book Fines, Trust Investment
43770 Contract - Bldg. Inspection	10,100	7,575	2,525	75%	Bldg. Dept. Bills Qtrly For Services
43790 Driveway Permits	200	220	(20)	110%	New Const. Activity
43800 Police Photo/Lic/Permits	8,000	14,442	(6,442)	181%	
43840 Returned Check Fee	100	40	60	40%	
43990 Pay For Participation	54,000	23,163	30,837	43%	Received from BOE
					CIRMA rebate (11,702); Election Grant (7,770);
					CCM rebate (3,327.50); Reim. For post damage
					(1,106.67); Lightning strike claim (10,308.43); CTCL
46038 Miscellaneous	38,332	172,589	(134,257)	450%	Grant (5,000);CFR Grant (112,277.31)
<b>Local Departmental Revenues Total</b>	<b>626,132</b>	<b>760,808</b>	<b>(134,676)</b>	<b>122%</b>	
43980 CNEF Fund	60,728	60,728	0	100%	
43950 Transfer-in Fund Bal.	444,000	444,000	0	100%	
43955 Additional Appropriations	130,273	130,273	0	100%	For Settlement and STEAP project
<b>Transfers In Total</b>	<b>635,001</b>	<b>635,001</b>	<b>0</b>	<b>100%</b>	
<b>Local Dept. Rev. &amp; Transfer In Total</b>	<b>1,261,133</b>	<b>1,395,809</b>	<b>(134,676)</b>	<b>111%</b>	
<b>General Fund Revenues</b>	<b>47,755,946</b>	<b>44,909,232</b>	<b>2,846,714</b>	<b>94%</b>	

**TOWN OF GRANBY  
BUDGET OPERATIONS SUMMARY  
FEBRUARY 2021**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS
1001	General Administration	428,220	294,473	118,101	15,647	96%	
1003	Legal Services	25,000	12,504	9,675	2,821	89%	
1005	Fringe Benefits	2,755,815	2,364,750	203,126	187,939	93%	Payment to Health Fund in Aug
1007	Town Clerk Operations	160,095	107,804	47,901	4,390	97%	
1009	Probate	4,350	4,327	0	23	99%	
1011	Contingency & Reserve	274,578	78,510	30,073	165,995	40%	
1013	Election Services	44,915	33,048	4,534	7,333	84%	
1015	Boards, Reg. Prog. & Staff Dev.	68,588	51,458	381	16,749	76%	
1017	Revenue Collections	128,464	80,569	32,142	15,754	88%	
1019	Property Assessment	187,056	125,465	47,618	13,973	93%	
1021	Finance Management	330,386	223,744	74,112	32,529	90%	
1023	Insurance	357,550	251,907	89,155	16,489	95%	
	<b>General Government</b>	<b>4,765,017</b>	<b>3,628,559</b>	<b>656,817</b>	<b>479,642</b>	<b>90%</b>	
2001	Building Inspection	156,480	94,696	46,424	15,360	90%	
2003	Fire Prevention	346,834	252,522	87,958	6,354	98%	
2005	Emergency Management	6,800	6,663	137	0	100%	
2007	Health Services	159,039	134,889	9,150	15,000	91%	
2009	Police Dept Administration	348,000	230,723	102,203	15,074	96%	
2011	Police Oper. & Communications	1,817,164	1,157,775	506,506	152,883	92%	
	<b>Pers. &amp; Prop. Protection</b>	<b>2,834,317</b>	<b>1,877,267</b>	<b>752,379</b>	<b>204,671</b>	<b>93%</b>	
3001	Public Works Administration	199,030	130,835	62,713	5,482	97%	
3003	General & Equipment Maint.	1,383,210	828,208	369,868	185,135	87%	
3005	Solid Waste & Recycling	894,100	507,408	368,547	18,146	98%	
3011	Planning & Engineering	34,400	14,841	18,189	1,371	96%	
3013	Infrastructure Maintenance	682,812	387,464	213,979	81,369	88%	
	<b>Public Works &amp; Env.</b>	<b>3,193,552</b>	<b>1,868,755</b>	<b>1,033,295</b>	<b>291,502</b>	<b>91%</b>	

**TOWN OF GRANBY  
BUDGET OPERATIONS SUMMARY  
FEBRUARY 2021**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS
4001	Library Services	560,300	328,750	141,445	90,106	84%	
4003	Social-Senior-Youth-Services	352,240	128,814	73,288	150,138	57%	
4005	Recreation Administration	95,200	65,846	29,265	89	100%	
4009	Community Support	3,000	0	0	3,000	0%	
	<b>Lib., Rec., &amp; Soc. Services</b>	<b>1,010,740</b>	<b>523,410</b>	<b>243,998</b>	<b>243,332</b>	<b>76%</b>	
6001	Capital Improvement	1,818,695	1,818,695	0	0	100%	
7001	Debt Service	2,089,875	2,029,875	0	60,000	97%	Payable in August and February
	<b>Capital &amp; Debt Service</b>	<b>3,908,570</b>	<b>3,848,570</b>	<b>0</b>	<b>60,000</b>	<b>98%</b>	
	<b>Town Section</b>	<b>15,712,196</b>	<b>11,746,561</b>	<b>2,686,487</b>	<b>1,279,147</b>	<b>92%</b>	
8001	Board of Education	32,043,750	19,917,765	0	12,125,985	62%	
	<b>Board of Education</b>	<b>32,043,750</b>	<b>19,917,765</b>	<b>0</b>	<b>12,125,985</b>	<b>62%</b>	
	<b>General Fund Expenses</b>	<b>47,755,946</b>	<b>31,664,326</b>	<b>2,686,487</b>	<b>13,405,133</b>	<b>72%</b>	

## **MANAGEMENT NOTES – March 15, 2021 Meeting**

### **Assessor:**

- Preparing the RFP for the Assessor's State Mandated Revaluation for the Town.
- Researching previous RFP's and State Statutes and requirements for the Assessor's State Mandated Revaluation.
- Researching and looking at COVID 19 protocols to put in place and any Governor's Executive orders related to or in place for revaluation companies and inspections
- Reviewing COVID 19 protocols for the upcoming revaluation while keeping in mind the safety and well-being of both the Employees and the Citizens of the Town of Granby.
- Preparing and sending the RFP for the Assessor's State Mandated Revaluation to the Town Attorney for Review.
- Responding to the Governor's New Executive Order 10A.
- Preparing and working with the Board of Assessment Appeals to insure proper filing, legal notices and adherence to the Connecticut State Statutes.
- Making sure proper COVID 19 Protocols and Zoom Access is available for Board of Assessment Appeals.
- Holding Board of Assessment Appeals meetings and hearings.

### **Library:**

- The Main Library building is open to the public Monday through Saturday for browsing appointments and technology appointments. In addition, patrons are encouraged to use our on-line resources which are available 24/7, as well as curbside pickup and on-line programming. Staff are in the building six days a week answering questions, providing curbside service and assisting patrons with the use of on-line resources.
- Additions to the digital collection continue, as well as upgrading eMagazine subscriptions on Overdrive/Libby to more than 300 titles, freely accessible to all members of our library consortium with immediate checkout (no holds/no waiting). In addition, we continue to add eBooks & eAudio Books to our collection on a monthly basis.
- Beginning in March, library patrons will have free access to LinkedIn learning (formerly known as Lynda.com) using their library card. Patrons who don't have a card may register for one online and/or make an appointment to visit the Library.
- In February, there were about 480 curbside pickup appointments and about 57 Technology appointments.

### **Programming:**

- In February, the library offered 29 virtual programs via Zoom and Facebook, and four in-person/curbside programs. During the January events, over 422 patrons participated in library programs (not counting FB/YouTube video views).
- "Birdscaping: Home Sweet Habitat," was the most popular program in February, attended by 133 patrons. This event was co-sponsored by the Granby Land Trust.
- Other popular programs held in February included "Snack Attack" (a cooking program for teens), "President's Day" "Love with a Twist," and the children's program "Riverside Reptiles" held in honor of "Take Your Child to the Library Day".

- The "Let's Talk" program series aimed at helping community members improve communication skills continues for two final sessions in March.
- There are many additional programs planned in March, including another "Snack Attack" for teens on the 19th, a continuation of the Granby Grows Series, "Power to the Pollinators" on the 22nd, and two programs in honor of Women's History Month – Fierce Females in Art (held on 3/7, with 25 attendees) and "Booby Trapped: The History Of The Bra in America" on 3/24.

### **Social Services:**

#### **Youth Services:**

- The on-line OWL program (a comprehensive sex education course) is underway.
- The Youth Action Council is preparing St. Patrick's Day themed kits to distribute to families with students in K-4.

#### **Senior Services:**

- For the month of February, a total of 31 events were held with 190 participants. They included three exercise classes, violin lessons, history lessons and a music bingo event.
- In anticipation of re-opening, the activity rooms have received a fresh coat of paint.

#### **Social Services:**

- Have handled 75 CT Energy Assistance Program (CEAP) appointments this heating season
- 12 households have received Emergency Fuel from the Granby Private Fuel Bank
- Two residents have received rental assistance through Salvation Army this month

### **Tax Collector:**

#### Collections as of March 10:

	<u>Net Collected</u>	<u>Budget</u>	<u>Percent of Budget</u>
Current Year:	\$39,564,487	\$38,931,847	101.6 %
Prior Year	221,761	220,000	100.1%
Interest/Liens	93,732	120,000	78%
MV Supplement	374,884	350,000	107 %
	<u>\$40,254,864</u>	<u>\$39,621,847</u>	<u>101.6 %</u>

#### Tax Sale:

Six property owners have received Final Demand Notices. On March 25<sup>th</sup>, these accounts will be sent to Adam Cohen to begin Tax Sale.

#### Sewer Assessment:

The ten-year installment plan for properties added to the sewer line (Canton Road extension) is over. Of the 23 households, 20 are paid in full. Two are almost there, and one is on the tax sale list.